

Meeting: Needs Assessment

Date: August 6<sup>th</sup>, 2004

Time: 1:00pm to 3:00pm

Location: SEMHAC Conference Room

Members Present												
Name	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
Burks, Waymond	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jacobs, Pat	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Malamud-Price, Hollie	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Meeks, Keith	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Nixon, Denise	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Guests												
Kutella, Jessica	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kuttnauer, David	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rush, Yvonne	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Scott, Linda	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Warren, Gwendolyn	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff												
Cavette, Sandra	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Moseley, Jerelle	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Akinyele, Kamau	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Benson, Niyonu - Quality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Daniels, Jeff - Data Mgmt.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Topic	Discussion	Action	Responsibility	Consult	Inform	Due Date
Meeting convened at 1:05pm						
Last Meeting Minutes	Motion to accept minutes as presented	Passed				
Review of previous meeting issues.	<p>Consultant stated that all issues identified during the meeting on the 2<sup>nd</sup> had been addressed / corrected with the exception of data from the 2003 quarterly state report.</p> <ul style="list-style-type: none"> <li>- The 2004 data will be unavailable for approximately 2 to 3 weeks.</li> <li>-</li> <li>- There was discussion on whether it would be beneficial to wait for this new data and to use it in the report.</li> </ul>	<p>It was decided that the council would take a “wait and see” approach. If the data became available within a workable timeframe, it would be included in the report. If not, the current data would remain.</p> <ul style="list-style-type: none"> <li>- It will be up to the council to pursue obtaining the 2004 data.</li> </ul>	Council			8/16/04
	<p>The issue with the Out of Care (OOC) data was resolved by splitting off those respondents who identified that they were out of care by choice although they qualified as “in care” via HRSA definition, into a separate reporting population.</p> <ul style="list-style-type: none"> <li>- Report now reflects HRSA OOC defined respondents (24) and OOC by choice (20).</li> </ul>	<p>The consultants still have to update all the charts and other detailed information in the OOC section to reflect this change. At the time of this meeting, that task was not complete.</p> <p>Clarification made.</p>	Consultants			8/13/04

	<p>The chart that identified national drug use by substance was not completed (page 29). Consultant needed clarification on desired changes.</p>	Consultants to make desired changes	Consultants			8/13/04
Continuation of draft review from stopping point of last meeting.	<p>Section 12 – Out of Care population</p> <ul style="list-style-type: none"> <li>- Being re-written as identified above</li> </ul>	Re-write due to council NLT Aug 13 <sup>th</sup> .	Consultants			8/13/04
	<p>Section 13 – Service Provider Assessment</p> <ul style="list-style-type: none"> <li>- It was determined that the chart on page 126 will also need to be consolidated in the same manner as the chart on page 46.</li> </ul>	Will re-write both tables based on provider affiliations	Council			8/13/04
	<p>Section 14 – Focus Group Assessment</p>	No identified changes				
	<p>Section 15 – Summary Comparisons</p> <ul style="list-style-type: none"> <li>- This section also requires a re-write due to the OOC population changes identified above.</li> </ul>	Consultants to re-write section as needed.	Consultants			8/13/04

	<p>Executive Summary</p> <p>- The limitation of the sample size was again re-iterated again by the council and language addressing these limitations needs to be included in the executive summary.</p>	Consultants to include limitation language in the executive summary.	Consultants			8/13/04
Lessons Learned	<p>There was discussion concerning the lack of focused data on heterosexual PLWH/A's, especially men.</p> <p>Consultant discussed that in lack of staffing led to some of the issues encountered in data gathering this year. There assessment stated that 32 full time staff would be needed to cover the requirements of distributing and handling such a large area.</p> <p>There are some indications that there may have been some loss of completed surveys. There currently exists no tracking mechanism to identify if this was so.</p>	<p>There was no "flag" created to parse these groups. It has been noted and will be included in next year's surveys.</p> <p>Tabled for Lessons Learned discussions after report submission</p> <p>Tabled for Lessons Learned discussions after report submission</p>	Council			<p>Post Report submission</p> <p>Post Report submission</p> <p>Post Report submission</p>
Formalized Draft	New formal draft is due to the council NLT 8/13/04	Consultants to complete new draft.	Consultants			8/13/04
Adjournment	Meeting adjourned at 3:00pm	Seconded and passed	Council			N/A

Recorder's Signature: Jeffery R Daniels

Date: 8/9/04